Studien zur Altägyptischen Kultur

Guidelines to handling the Word template

(September 2025)

This document details the handling of the Word template and the formatting guidelines for Studien zur Altägyptischen Kultur. Some guidelines are based on the Barrierefreiheitsstärkungsgesetz (a law regarding the accessibility of digital media in the EU), which is come into effect on the 28th of June 2025, and must be adhered to. These guidelines are marked by the symbol .

1 Guidelines to handling the template "SAK-Formatvorlage.dotx"

1.1 Technical issues

These guidelines are about the use of a document template in Microsoft Word which is part of the "Microsoft 365" subscription.

1.2 Creating a new document based on the template

- Open the document template "SAK-Formatvorlage.dotx " with a double click on the file. A new document based on the template is then created automatically.
- The new document contains six pages which show all the most relevant formatting styles and their practical usage.
- Save the new document under a new name. Please refrain from using umlauts or special characters in the file name. Please keep the file name as short as possible.
- Every contribution to the issue is to be saved in a new separate file.

2 Formatting the text using the formatting styles

2.1 Opening the styles menu

- The template contains styles to easily format your text with. Two types of styles are differentiated: paragraph styles (marked by a paragraph symbol), which apply to the whole paragraph, and character styles (marked by an a-symbol), which apply to only the selected characters. All paragraphs must be formatted through styles .
- The styles menu can be opened by clicking on the small arrow pointing to the lower right corner. This arrow is located underneath the styles toolbar. Alternatively, the styles menu can be opened via a keyboard shortcut (alt + cmd + shift + s).

2.2 Using the styles

- If you stop the cursor over the name of a style, you can see a short description of the style.
- The document contains exemplary texts that are formatted using the styles. The style used for each section is indicated by, e. g. [[heading 1]].
- You can format the text in your document using the styles in two different ways:

(a) Paragraph by paragraph: Copy and paste the text from your manuscript into the already formatted template, adding new paragraphs when necessary and formatting them using the styles.

(b) Deleting the text in the template, pasting the text from your entire manuscript and then formatting the text using the styles.

- To use a paragraph style, it is sufficient to move the cursor into the paragraph you intend to format. You should *not* select the entire paragraph – if you do, all character styles will be overwritten as well (cursive letters, subscripts etc.).
- Add headers: On the second page of the document, the header should contain the name of the author or authors, on the third page it should contain the title of your paper (abridged with necessary to fit the header). Both types of headers only need to be added to these two pages and will be repeated automatically for the remainder of the document. The first page of the paper will not have a header, though the footer will be filled by the publisher.
- You may need formatting strategies that go beyond those listed in the styles of the template, especially on character level. If you do, please try to format the text in a way that fits with the rest of the texts (e. g. do not use strongly deviating fonts etc.).
- If you are unsure about how to format something, please get in contact with the publisher (see section 5).

2.3 Necessary manual adjustments

- If no section heading is used (to group multiple paper with similar topics), the paper starts with the paper title (heading 2).
- If two headings occur subsequently to another, the space between them should be removed. To do so, select the lower heading and click “remove space before paragraph” in the line spacing menu.

3 Figures and Tables

- The template is designed to give any figures you add to the document the best possible quality for print. You do not need to hand in separate files of your figures.
- Every figure must get an abbreviated label, so that it can be referenced in the text (e.g. fig. 1, 2, 3 etc.). Figures may not appear without labels. Diagrams and schematics also fall under the label “figure”; tables must be labeled as “tab. 1, 2, 3 etc.”.
- Every figure / image must be accompanied by an alternative text or descriptive text. Please confer our *Guidelines for alternative and descriptive texts*. This also applies to written characters if they are inserted in an image format.
- When creating a table, please follow the following guidelines: text in cells: flush left; text in the first row (header): bold print, colors: black / grey-scale; width: ideally matching width of the main text.
- Please refrain from merging and splitting table cells if possible. Tables may only ever be used as real tables and not to layout text.
- Table headers must always be marked as such in Word.
- Schematics / diagrams should be legible when printed in greyscale. Meaningful color difference (e.g. in a bar diagram) should be designed for maximum contrast between the colors.
- Schematics /diagrams including text elements should be included as figures and fitted with alternative or descriptive texts.
- Please note that figures may not be wider than the main text, which gives them a maximum width of 12 cm. If the figure contains text, the text must still be easily legible at this size.

4 Typographic guidelines

4.1 Paper sections

- Each paper starts with an abstract, a short summary in English.
- Please refrain from using footnotes marked by an asterisk. All footnotes must be numbered. If you want to include acknowledgements or information on funding, this can alternatively be done in the form of a short text at the very end of your paper.
- The abbreviation "p." for "page" is not necessary. If you are citing other elements, these may be abbreviated. Please give precise information on relevant pages, e.g. "23–27", not "23 ff.".
- Please use no more than the five heading styles available to you. Headings 3 to 5 are hierarchical (1, 1.1, 1.1.1). The last numeral is not followed by a dot. Each level of headings must be used at least twice (e. g. 1.1, 1.2). The List of References is not counted in the headings.
- Please use consistent formatting in your dates. When citing URLs/website, you do not need to add the phrase "last accessed" to your dates.
- The next main text paragraph following another element (e.g. a figure, quote, table etc.) is to be formatted without an indent using the style "Standard ohne Einzug".
- Links must be formatted as links in Word, not as text.
- Unnecessary empty lines are to be avoided, please use the line formatting options to manage distances in your document instead.

4.2 Orthography, punctuation

Please adhere to these guidelines when writing your paper:

Abbreviations: If abbreviated words are separated by one or more periods, please insert a hard space (shortcut: cmd + shift + space) in between, like in e. g.. The hard space keeps the letters from being separated in case of a line break.

Ellipses […]: Please use the shortcut (cmd + alt + [period]) to insert proper ellipses, do not insert three consecutive periods instead. If the ellipsis is used to indicate a pause between words please insert a hard space in between, e. g., "I have thought about it … I would like to …". If the ellipsis indicates an unfinished word, please insert it without a space, e. g., "He was interrupted in the middle of the sen…".

Em-dash [–]: An em-dash is inserted through the shortcut (cmd + [- symbol the numeric keypad]). Please use the em-dash to separate comments from sentences, for from–to information (2005–2021, S. 1–12) or as a minus symbol. If used to separate comments, insert a hard space before the em-dash, so they cannot be separated by line breaks, as the em-dash should never occur at the end of a line.

Brackets and hyphens: We follow the guidelines of the German Duden regarding the use of brackets and hyphens: https://www.duden.de/sprachwissen/sprachratgeber/Klammern-und-Bindestrich

Hyphens may not be manually added to words in order to force line breaks.

Captions of figures and diagrams: All such elements must be numbered consecutively, e. g., Figure 1: … or Table 1: …

Diagonal slashes: We follow the guidelines of the German Duden regarding the use of slashes: https://www.duden.de/sprachwissen/sprachratgeber/Der-Schrägstrich

Page numbers in references should follow this style: [Page number] [hard space] [f. or ff.] = 12 ff. Adding an abbreviation for "page" (p.) is not necessary.

Weblinks (especially within "References"): Please use soft line breaks (shift + return) to create line breaks within links without automatic hyphens appearing. For example:

Zwarts, J. (2005): The case of prepositions: Government and compositionality in German PPs. Vortrag, 21st Annual Meeting of the Israel Association for Theoretical Linguistics, Haifa, 23.06.2005.

https://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.455.1686&rep=rep1&type=pdf [28.06.2021].

Numbers and units: Please insert a hard space between numbers and units, so they are not separated by line breaks. E. g., 15 m, 36 C etc.

5 Contact information

If you have questions regarding the formatting of your paper, please get in contact with the following contact people of the Helmut Buske Verlag:

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